

MONROE COUNTY

JOB DESCRIPTION

Position Title: SENIOR ENGINEERING/CAD TECHNICIAN

Date: 7/16/2005

Position Level: 9

FLSA Status: Nonexempt

Class Code: 9-38

GENERAL DESCRIPTION

Primary function is to develop engineering projects and to prepare drawings for County projects.

KEY RESPONSIBILITIES

1. * Investigates complaints and provides recommendations.
2. Prepares electronic drawings for engineering projects.
3. Prepares correspondence.
4. * Prepares Seven-Year Roadway and Bicycle Path Plan.
5. Prepares Transportation Impact Fee Report.
6. Provides minor design of engineering projects.
7. * Reviews permit applications and drawings for Monroe County right-of-way permit, and issues same.
8. Maintains accounting records of right-of-way permit fees.
9. * Prepares project manuals for engineering projects.
- 10.* Prepares general and technical specifications.
11. Prepares cost estimates for materials, labor and equipment for engineering projects.
- 12.* Prepares permit applications to various agencies.
- 13.* Prepares special studies for field lighting, landscaping, signage, stormwater management, etc.
14. Works with vendors on various projects.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: SENIOR ENGINEERING/CAD TECHNICIAN	Class Code: 9-38	Position Level: 9
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KEY JOB REQUIREMENTS	
<i>Education:</i>	Associate's Degree or Two Year College equivalent required.
<i>Experience:</i>	3 to 5 years with electronic drafting experience, preferably AutoCad. Construction or technician experience would be helpful. Must possess valid Florida driver's license.
<i>Impact of Actions:</i>	Makes decisions and final recommendations which routinely affect the activities of an entire department. Position duties may include responsibility for developing strategic plans for one or more divisions.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular internal and external contacts to carry out programs and to explain specialized matters. Occasionally requires contact with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On call 24 hours pending disasters.

APPROVALS			
<i>Department Head:</i>			
Name:	N/A	Signature: _____	Date: _____
<i>Division Director:</i>			
Name:	David S. Koppel, PE	Signature: 	Date: 7-18-05
<i>County Administrator:</i>			
Name:	Thomas J. Willi	Signature: 	Date: 7/21/05

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____